



AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Laura O'Dell

PRESENTER TITLE: Planner/Zoning Administrator

AGENDA ITEM:

Public Hearing for a Conditional Use Permit for Agape Christian Academy

BACKGROUND / SUMMARY:

July 15th and August 12, 2013, the Planning Commission reviewed Conditional Use Permit Applications for Word of Faith Christian Fellowship Church, and Agape Christian Academy. The Planning Commission made comments and the applicants have resubmitted materials based on comments received.

Agape Christian Academy has applied to allow a private school to operate from United Methodist Church, located at 3890 Cameron Street, GPIN: 8189-72-8763 and 8189-72-8444. The property is located in the R-2 General Residential District. Town Code Par. 9 of Sect. 70-142 allows for private schools by approval of a conditional use permit. Children will be ages 2-8, with a minimum enrollment of 20 students and a maximum enrollment of 75 students. The school will operate all 12 months of the year from 6:00 am. to 6:30 pm, with the exception of weekends, holidays, and in the event of inclement weather. Included in the application packet is the request for a playground on site for use by the students. The playground will be approximately 900 square feet in area surrounded by a 6' wooden fence.

ATTACHMENTS:

Revised application packet to show renderings of the property with area of the proposed playground

REQUESTED ACTION:

NO ACTION REQUESTED

Staff recommends approval and suggests a vote on the application presented to be confirmed by resolution at the 9-3-13 meeting

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

VOTE:

PASSED

NOT PASSED

- | | | |
|--------------------------|--------------------------|----------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Brewer |
| <input type="checkbox"/> | <input type="checkbox"/> | Reynolds |
| <input type="checkbox"/> | <input type="checkbox"/> | Wood |

- | | | |
|--------------------------|--------------------------|---------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Foreman |
| <input type="checkbox"/> | <input type="checkbox"/> | Toney |

- | | | |
|--------------------------|--------------------------|------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Forrester |
| <input type="checkbox"/> | <input type="checkbox"/> | Washington |



DUMFRIES, VIRGINIA

17755 Main Street
Dumfries, Virginia 22026-2386
703-221-3400

www.dumfriesva.gov

date stamp

PAID JUN 11 2013 TOWN OF DUMFRIES, VA

APPLICATION FOR A CONDITIONAL USE PERMIT

Please refer to the fee schedule for applicable application fee
The applicant is responsible for costs of public hearing advertisements (determined later)

Name of Business or Organization: Agape Christian Academy
If organization is a non-profit, please provide a copy of your 501(c)3

Site address in Town: 3890 Cameron Street, Dumfries, VA 22026

I hereby submit this request for a Conditional Use Permit in accordance with Section 70-10 of the Town of Dumfries Zoning Ordinance, to:

Allow for child care facility/school for 12 months of the year, students ages 2-8 (2nd grade). Hours of operation: 6:00 am - 6:30 pm. Monday - Friday. Also requesting permission to construct a playground in an open area on the outside premises of the State specifically all activities and materials required by this proposed use, attach additional pages if necessary. Church

Type of business or use

- Use with a drive-through window
Automobile sales or service
Church or charitable institution
Child care or adult day care center
Convenience store
Other

- Can customers or the public visit the site?
Does the building contain assembly area (church, auditorium, or movie theater)?
Is equipment brought to the site?
Does the business contain any equipment beyond desktop computers?
Are vehicles larger than an SUV parked onsite?

I hereby certify that I have the authority to make the foregoing application on behalf of the named business or organization, that the information given is correct, that I have read and I understand the applicable zoning ordinances for the zoning district, and that this project will comply with all applicable Codes and Ordinances of the Town of Dumfries and the State of Virginia.

Name: Cynthia Lee
Address: 5445 Quaint Dr, Woodbridge, Va 22193
Applicant Signature: Cynthia Lee
Phone: (571) 435-7592
Email: agapeaca@yahoo.com

GIP# 8189-72-8444
RPC# 90033
3880 Cameron St.



Dumfries United Methodist Church

3890 Cameron Street Dumfries, Virginia 22026

703-221-2880 Fax: 703-221-4605 office@dumfriesumc.org

www.dumfriesumc.org

TO: Cynthia Lee, Director
Agape Christian Academy

FROM: Karen S. DeVito
Chair, Board of Trustees

DATE: July 13, 2012

SUBJECT: Usage of Dumfries United Methodist Church

Dear Cynthia,

I am please to provide verification that Dumfries United Methodist Church would like to provide an opportunity for you to develop your Christian Academy by providing class room space in our facility at 3890 Cameron Street, Dumfries.

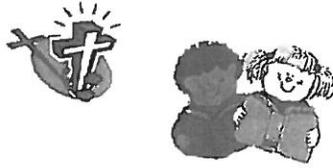
The leadership of Dumfries United Methodist Church will work with you throughout the summer to execute a lease agreement to the mutual satisfaction of both the Church and the Agape Christian Academy.

If there are questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Karen S. DeVito'.

Karen S. DeVito
Chair, Board of Trustees
Dumfries United Methodist Church



AGAPE CHRISTIAN ACADEMY

(Business Plan for operation in United Methodist Church)

This is a private school plan for Agape Christian Academy, which will focus on the subdivision in Prince William County, Virginia – Town of Dumfries. United Methodist Church located at 3880 Cameron Street Dumfries, Virginia 22026 has agreed to allow Cynthia Lee (owner of Agape Christian Academy) to sublease the educational wing of the church to use for the operation of the Christian school. The school will also use a portion of the land adjacent to the building to build and operate a playground for the students. The target customers are lower to middle-class families who value the quality of education and child care for their children, ages 2 to 8 years (pre-K thru Second grade). *The projected plan is to open the center based academy for business on August 26, 2013 with enrollment of 20 students-minimum to 75 students-maximum.*

The biggest operating expenses are the compensation at industry standard rates for highly-qualified personnel and rent on the facility. A combination of ABeka curriculum and Virginia Department of Education Standards of Learning (SOL) will be used in both the pre-school and elementary school programs. **All required licenses, permits and inspections will be acquired. The school will seek non-profit status.** Private schools are not regulated by the state Code of Virginia § 22.1-254; however, Agape Christian Academy will seek accreditation from AdvancED/Southern Association of Colleges and Schools. **Agape Christian Academy will have a preschool program. State licensure is not required for preschools when the private school is seeking accreditation.**

Virginia Code § 63.2-1717. Certification of preschool or nursery school programs operated by accredited private schools; provisional certification; annual statement and documentary evidence required; enforcement; injunctive relief.

A. A preschool or nursery school program operated by a private school accredited by a statewide accrediting organization recognized by the Board of Education or a private school or preschool that offers to preschool-aged children a program accredited by the National Association for the Education of Young Children's National Academy of Early Childhood Programs; the Association of Christian Schools International; the American Association of Christian Schools; the National Early Childhood Program Accreditation; the National Accreditation Council for Early Childhood Professional Personnel and Programs; the International Academy for Private Education; the American Montessori Society; the International Accreditation and Certification of Childhood Educators, Programs, and Trainers; or the National Accreditation Commission and is recognized by the Board of Education, *shall be exempt from licensure under this subtitle if it complies with the provisions of this section and meets the requirements of subsection B, C or D.*

Agape will comply with subsection B.

B. A school described in subsection A shall meet the following conditions in order to be exempt under this subsection:

1. The school offers kindergarten or elementary school instructional programs that satisfy compulsory school attendance laws, and children below the age of compulsory school attendance also participate in such instructional programs;
2. The instructional programs for children of and below the age of eligibility for school attendance share (i) a specific verifiable common pedagogy, (ii) education materials, (iii) methods of instruction, and (iv) professional training and individual teacher certification standards, all of which are required by a state-recognized accrediting organization;
3. The instructional programs described in subdivisions 1 and 2 have mixed age groups of three-year-old to six-year-old children and the number of pupils in the preschool program does not exceed 15 pupils for each instructional adult;
4. The instructional program contemplates a three-to-four-year learning cycle under a common pedagogy; and
5. Children below the age of eligibility for kindergarten attendance do not attend the instructional program for more than four hours per day.

Overview of Program

The core curriculum is biblically based and will include but not limited to the following subject areas:

- Bible Concepts
- Gross and Fine Motor Development
- Arts and Colors
- Cognitive Development
- Music and Movement
- Dramatic Play
- Language and Literature Appreciation
- Phonics
- Math and Science Exploration
- Field Trips and Experimental Learning
- Interpersonal Skill Development

Executive Summary

Agape Christian Academy: "A place where children can grow and learn!" The school aims to prepare its young students to excel in developmental growth academically, socially and spiritually. Its curriculum is tailored specifically for children between the ages 2 to 8 years old. Unlike many of the local competitors, social skills and the understanding of diversity through Biblically based lessons with the fundamental theme of Agape Love, (Jesus has unconditional love), is taught on a daily bases.

Agape Christian Academy opened September 2009 as a home based facility operated out of the lower level of the owner's home. The school is a privately held program ran by its owner, Cynthia Lee. Ms. Lee is a licensed Fairfax County Public Schools Special Education Teacher. She has her Bachelor of Science degree in Social Psychology and her Masters degree in Education. Ms. Lee began her teaching career in 1996 as a teacher assistant at Accotink Academy (a therapeutic Day School for students with learning and emotional disabilities). School year 1997-98 she acquired a teaching position at the Dominion School (an accredited, coeducational, therapeutic special education day school for emotionally disturbed children). Ms. Lee started her career with Fairfax County Public School System February 1998 and presently continues to work there. Her years of experience in the field of education bring the expertise needed to the program which ensures the educational learning, social growth and development of the students. Ms. Lee is a devout Christian who believes that Jesus Christ is Lord and Savior. Her dedication to educating the young and the spreading of the gospel is the foundation of her desire to open and operate Agape Christian Academy in a center based facility.

Center Base – (Hours of Operation – 6:00 AM to 6:30 PM, M-F)

Now that Agape Christian Academy has been in operation for four school years, Ms. Lee has decided that it is the opportune time to open a center based facility in an area with high visibility and surrounded by a plethora of housing. With inflation continuing to rise each year, the typical American family now requires dual or supplemental incomes. This trend has created a need for quality child care services at a family friendly rate. Prince William County's population percent change between the years 2000 to 2010 is 43.2% leading to an anticipation of an expanding market potential for this industry in the local area. Price, service, certification and reputation are critical success factors in the child care services industry. Agape Christian Academy will compete well in the market by offering competitive prices, high-quality child care services, and leading-edge educational programs with certified, college-educated instructors and by maintaining an excellent reputation with parents and the community served.

Mission

"Train up a child in the way he should go and when he is old, he will not depart from it" (Prov 22:6). As working adults in a fast paced society, we sometimes forget just how important it is to build a firm foundation of early education and spiritual morality. By giving children these two components it will give them a jump start on acquiring the tools necessary to become well rounded and successful adults. With this in mind, imagine an alternative to traditional daycare that not only meet child care needs, but also provides an active, spiritually based learning environment. Imagine a community of professional care givers with the credentials to not only enhance the child's early social and motor skills, but will also teach them advanced studies in the arts and sciences. Then imagine all of this in Agape Christian Academy.

The mission is to provide a curriculum tailored specifically for children, taught in a fun, nurturing and care giving environment at a cost less than that of the combination of conventional day care and specific interest based children programs.

Traffic and Safety Measures

United Methodist Church is located in a neighborhood with minimum traffic flow. Staff will park in the front parking lot away from the drop off and pick up locations. Safety for the children will be ensured by having the drop off and pick up locations in the interior portion of the parking lot, away from the oncoming traffic flow that is created by the neighborhood residence. The traffic for the drop off and pick spots will be directed to flow one way. Parents/guardians will enter in the interior parking lot and wind around until exiting out of the back parking lot. Additionally, a security fence will be built around the perimeter of the playground to block off any and all access to the street as the children play.

Marketing Strategy

Marketing in the child care industry depends largely on reputation and referral. At Agape Christian Academy that reputation will start within the community bolstered by the involved commitment to those who are served. Signs will be placed throughout the region to let the public know the school's location and to market for enrollment.

Promotion Strategy

Signage, client referrals, community exposure and direct mail campaigns will be the main ways to reach new clients. In order to entice enrollment the application fee of \$25.00 will be waived the first year. As Agape Christian Academy changes, strategies will need to change in the way the academy is promoted.

1. **Advertising**—the core positioning message: "A place where children can grow and learn!" will be promoted through signage, direct mail campaigns, pre-enrollment drives, and local community newspaper advertising.

2. Pricing Strategy

Agape Christian Academy will have rates below the major childcare businesses in the area; however, the revenue structure has to support the cost structure, so the salaries that are paid will assure quality instruction.

3. Incoming/Outgoing

The academy expects to be open for business on August 26, 2013, with enrollment of 60 students, (40 pre-school – 20 elementary school), at the cost of \$165 per week for pre-school/ \$125 per student elementary school, as a sublease of 5 classrooms- approximately 2500 square feet in United Methodist Church. Virginia State allows for one student per 35 square feet. Each student will pay \$25.00 application fee (waived the first year of operation), and \$100.00 book/materials fees. The entry fees will be used towards start up costs such as supplies, books, playground equipment and technology.

The school will open with minimum 20 students. The monthly lease payment desired is \$2,000 a month with projected maximum of 75 students by the end of 2013-14 school year.

Agape Christian Academy owner, director and staff will be responsible for maintaining a professional environment, ensuring that it will be clean and orderly at all times.

Local Competition

La Petite Academy
17040 Jefferson Davis Hwy
Dumfries, Va. 22026

5:30 AM – 7:00 PM

Infants – Pre-Kindergarten all day programs
\$223.00 a week

Proverbs Place Child Care & Learning Center *in* First Mount Zion Baptist Church
16622 Dumfries Road
Dumfries, Virginia 22025-1920

6:00 AM – 6:30 PM

Before or After school only \$70 a week Before and After school \$115 a week
Infants to Pre-K4 \$185.00 week
Kindergarten - \$5,000 a year
1st to 3rd grade - \$5,200 a year

Personnel Plan (Owner salary varies with enrollment)

The following table summarizes the personnel expenditures for the first year. It is believed that this plan meets the commitment of the mission statement.

Personnel Plan

	<p>Minimum Start Up 20 Pre-Kindergarten Students@ \$165 a week x 4 weeks = \$13,200 taken in a month</p>	<p>Mid-year 60 students - 40 Pre-Kindergarten Students@ \$165 a week x 4 weeks = \$26,400 taken in a month</p> <p>20 School age students @ \$125.00 per week x 4 weeks = \$10,000.00 taken in a month</p>
<p>Director \$18.00 an hour = 160 hours a week</p>	<p>\$2,880 month</p>	<p>\$20.00 an hour = \$3,200 month</p>
<p>Pre-K Teachers (2) - 320 hours a month @ \$12.00 an hour</p>	<p>\$3,840 month</p>	<p>Pre-K Teachers (4) = \$7,680 month</p> <p>Elementary Teachers (2) - 35 hours week x 8 weeks = 280 hours @ \$20.00 hour = \$5,600 month</p> <p>Kitchen Helper (1) - 25 hours week x 4 weeks = 100 hours</p>
<p>Total Teaching Staff</p>	<p>4</p>	<p>8</p>

Total Monthly Payroll	\$7,920.00	\$22,360.00
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Additional Monthly Outgoing Expenses with 20 students:

\$2,000.00 – Lease
\$400.00 – Food
\$100.00 – Insurance
\$250.00 – Supplies
\$500.00 – Misc.
= \$3,250.00

Total = \$7,920 + \$3,250 = \$11,170.00 outgoing

\$13,200 (incoming) - \$11,170.00 (outgoing) = \$2,030.00 incoming

20 Students' gross income a month is \$2,030.00 Owner's take home salary before taxes.

Additional Monthly Outgoing Expenses with 60 students:

\$3,000.00 - Lease
\$1,200.00 – Food
\$100.00 – Insurance
\$550.00 – Supplies
\$500.00 – Misc.

= \$5,350.00

Total = \$21,400 + \$5,350.00 = \$26,750 (outgoing)

Incoming = \$26,400 + \$10,000 = \$36,400 - \$26,750 (Outgoing) = \$9,650 incoming

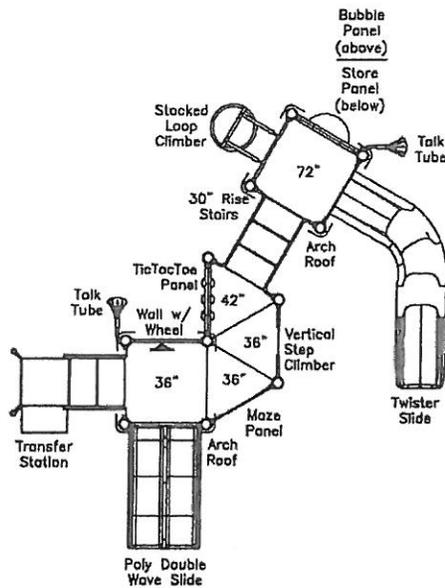
60 Students' gross income a month is \$9,650.00 Owner's take home salary before taxes.

CUSTOM ROUND-5 MODULAR PLAYSYSTEM
Top View

ADA ACCESSIBILITY GUIDELINE - ADAAG CONFORMANCE:
THIS DESIGN WILL MEET ADAAG AND ASTM F 1487-11 REQUIREMENTS FOR ACCESS WITH THE ADDITION OF 3 GROUND LEVEL EVENTS (1 TYPE) WHEN PROPERLY INSTALLED OVER ACCESSIBLE SURFACING. SEE SITE PLAN FOR ADDITIONAL GROUND LEVEL EVENTS.

ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPE#
8	84	0/0	3/3	2/3

**FOR KIDS
AGES
5-12**



GENERAL NOTES:

- IT IS KRAUSS CRAFT, INC.'S OPINION THAT THE PRODUCT(S) SHOWN IN THIS PROPOSAL MEET OR EXCEED THE DESIGN AND SAFETY GUIDELINES FOUND IN THE ASTM F1487 AND USCPSC PUBLICATIONS FOR PLAYGROUND EQUIPMENT DESIGNED FOR PUBLIC USE.
- THIS CONCEPTUAL PLAN IS BASED ON INFORMATION PROVIDED TO US PRIOR TO CONSTRUCTION. DETAILED SITE INFORMATION, INCLUDING THE FOLLOWING, SHOULD BE OBTAINED, EVALUATED, AND UTILIZED IN THE FINAL PROJECT DESIGN. EXACT SITE DIMENSIONS, TOPOGRAPHY, EXISTING UTILITIES, SOIL CONDITIONS AND DRAINAGE SOLUTIONS.
- WARNING: ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH AND AROUND THIS EQUIPMENT THAT HAS A CRITICAL HEIGHT VALUE (FALL HEIGHT) APPROPRIATE FOR THE HIGHEST ACCESSIBLE PART OF THIS EQUIPMENT. REFER TO THE CPSC'S HANDBOOK FOR PUBLIC PLAYGROUND SAFETY, SECTION 4: SURFACING.

PR#: EE109A
Date: 07/08/13
Drawn By: KJK

DUMFRIES
MaxPlayFit, LLC

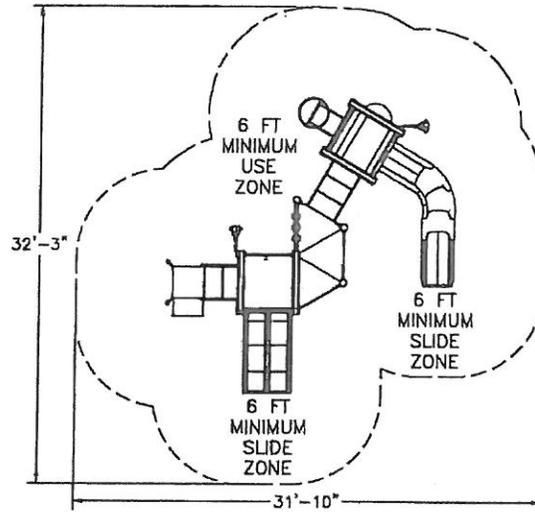
Dimensions: 20' x 21'
Min. Use Zone: 32' x 33'
Scale: 3/16" = 1'-0"



CUSTOM ROUND-5 MODULAR PLAYSYSTEM
 Site Plan (Preliminary)

ADA ACCESSIBILITY GUIDELINE - ADAAG CONFORMANCE:
 THIS DESIGN WILL MEET ADAAG AND ASTM F 1487-11 REQUIREMENTS FOR ACCESS WITH
 THE ADDITION OF 1 GROUND LEVEL EVENT (1 TYPE) WHEN PROPERLY INSTALLED OVER
 ACCESSIBLE SURFACING
 ELEVATED ACCESSIBLE RAMP ACCESSIBLE GROUND TYPE
 0 0/4 0/0 3/3 2/3

FOR KIDS
 AGES
5-12



GENERAL NOTES:

- THE SITE PLAN SHOWN IS BASED ON MEASUREMENTS THAT WERE PROVIDED TO KRAUSS CRAFT, INC. AT THE TIME OF THE PROPOSAL REQUEST. ALL DIMENSIONS MUST BE VERIFIED PRIOR TO THE SUBMISSION OF A PURCHASE ORDER. KRAUSS CRAFT, INC. WILL NOT BE RESPONSIBLE FOR ANY DISCREPANCIES BETWEEN ACTUAL DIMENSIONS AND DIMENSIONS SUBMITTED ON A PROPOSAL REQUEST.
- THE MINIMUM USE ZONE FOR THE PLAY STRUCTURE IS BASED ON THE PRODUCT DESIGN AT THE TIME OF THE PROPOSAL. COMPONENTS AND STRUCTURE DESIGN MAY BE SUBJECT TO CHANGE WHICH MAY AFFECT DIMENSIONS. THEREFORE, BEFORE PREPARING SITE, WE STRONGLY RECOMMEND OBTAINING FINAL DRAWINGS FROM THE FACTORY (AVAILABLE AFTER THE ORDER IS PLACED AND INCLUDED IN THE ASSEMBLY MANUAL).
- WARNING:** ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH AND AROUND THIS EQUIPMENT THAT HAS A CRITICAL HEIGHT VALUE (FALL HEIGHT) APPROPRIATE FOR THE HIGHEST ACCESSIBLE PART OF THIS EQUIPMENT. REFER TO THE CPSC'S HANDBOOK FOR PUBLIC PLAYGROUND SAFETY, SECTION 6 SURFACING.

PR#: EE109A
 Date: 07/08/13
 Drawn By: KJK

DUMFRIES
 MaxPlayFit, LLC

Scale: 1/8" = 1'-0"



CUSTOM ROUND-5 MODULAR PLAYSYSTEM
Front Perspective



PR#: EE109A
Date: 07/08/13
Drawn By: KJK

DUMFRIES
MaxPlayFit, LLC



PLAYCRAFT
SYSTEMS

123 NORTH VALLEY DRIVE
GRANTS PASS, OR 97626
PH: 541-955-9199
FAX: 541-955-6130
www.playcraftsystems.com

CUSTOM ROUND-5 MODULAR PLAYSYSTEM
Back Perspective



PR#: EE109A
Date: 07/08/13
Drawn By: KJK

DUMFRIES
MaxPlayFit, LLC

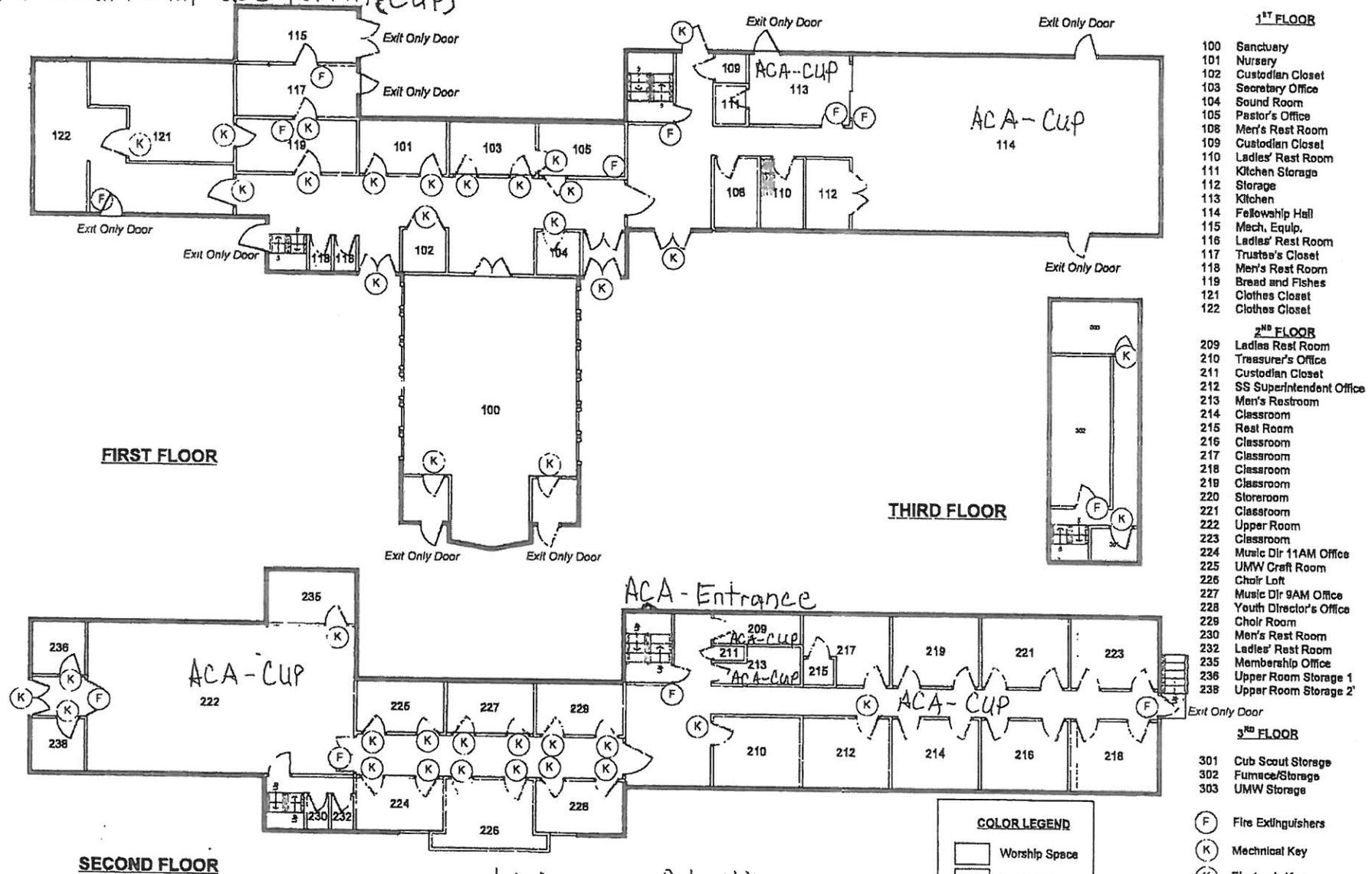


PLAYCRAFT
SYSTEMS

123 NORTH VALLEY DRIVE
GRANTS PASS, OR 97626
PH: 541-955-8189
FAX: 541-955-8130
www.playcraftsystems.com

Attachment B - Drawing showing area to be used for conditional use permit (CUP)

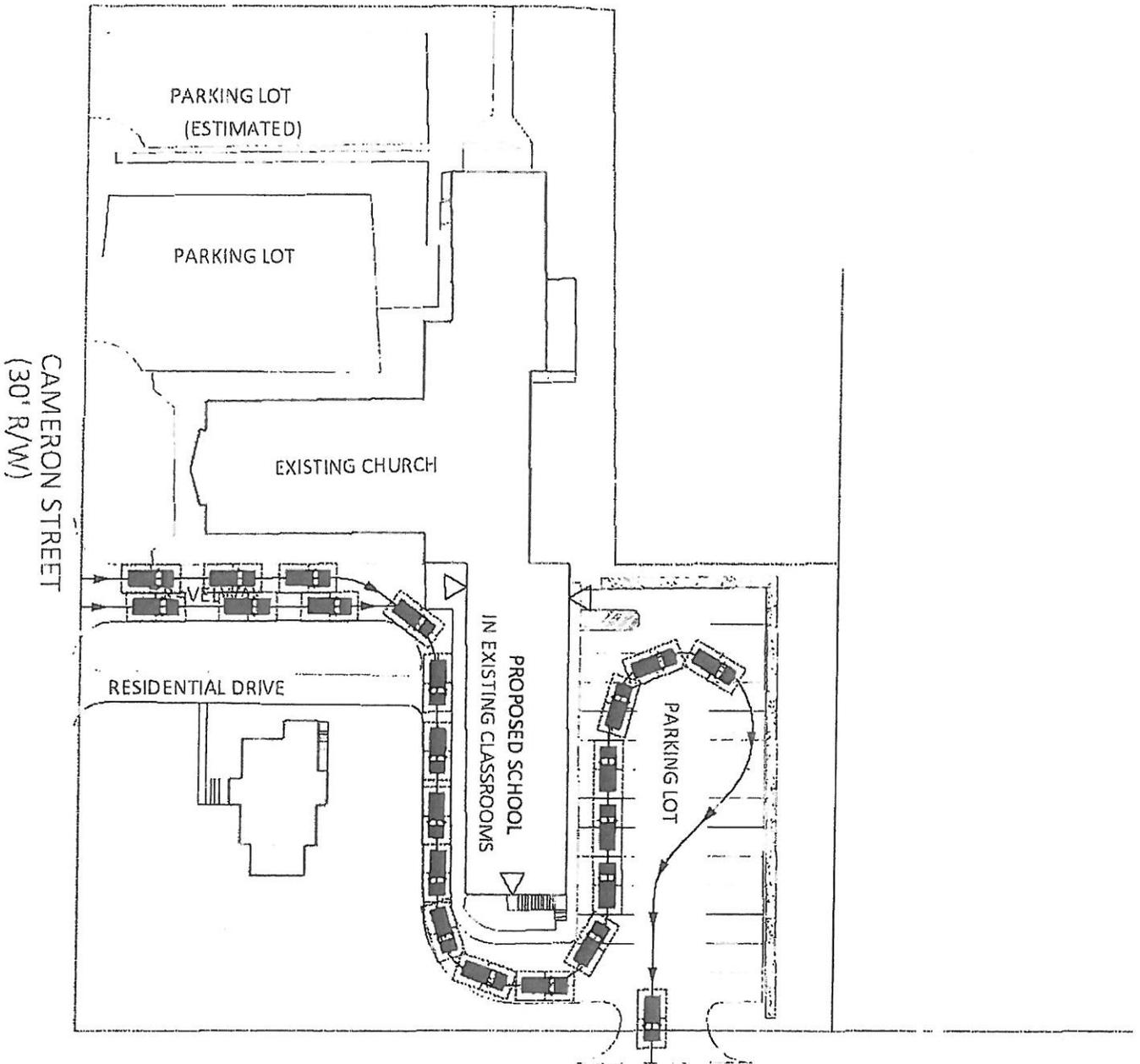
Dumfries United Methodist Church



ACA-area of building covered by CUP. Does not indicate full limits of CUP as part of the parking space and grounds are also designated for the use of this CUP.

ACA = Agape Christian Academy

DUKE STREET
(50' R/W)



CAMERON STREET
(30' R/W)

RESIDENTIAL DRIVE

PROPOSED SCHOOL
IN EXISTING CLASSROOMS

EXISTING CHURCH

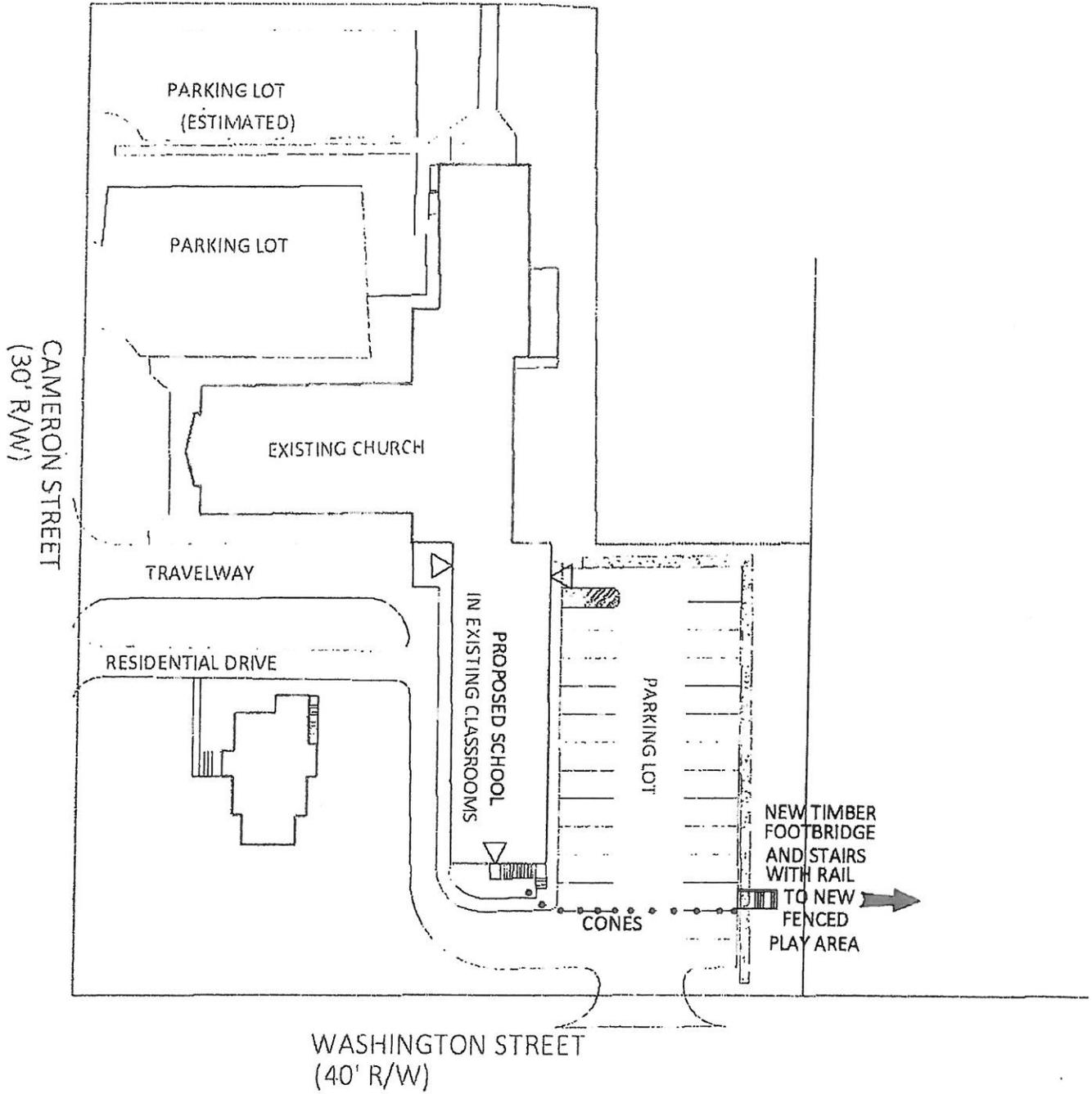
PARKING LOT
(ESTIMATED)

PARKING LOT

PARKING LOT

WASHINGTON STREET
(40' R/W)

DUKE STREET
(50' R/W)



CAMERON STREET
(30' R/W)

WASHINGTON STREET
(40' R/W)

Agape Christian Academy



Image from Prince William County Aerial photographs taken 2011